



Hazel Wood
High School



Pastoral Year Leader

Candidate Pack



Part of the

Oak 
Learning Partnership

Please visit our school website for further information.
<http://www.hazelwoodhigh.co.uk/>

Welcome from the Headteacher

Dear Candidate,

I am the Headteacher of Hazel Wood High School and, during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

It is with immense pride and pleasure that I share with you the news of our recent Ofsted inspection, which graded Hazel Wood High School as "Good." This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school for its calm and purposeful learning environment, carefully thought out programme that promotes personal development, good student progress, and positive school ethos. Our talented and passionate teaching staff consistently go above and beyond to provide stimulating and engaging lessons, having high expectations and fostering a love for learning within our students. The report highlights the outstanding support and guidance our staff provide to every student, ensuring they receive the tailored attention they deserve.

The cumulative impact of all our school improvement work has resulted in us being the most improved school in our area. Attainment and progress indicators at Key Stage 4 have dramatically improved; student numbers are healthy across all year groups, attendance levels have dramatically improved, and exclusions are falling. Our school has a good reputation for being caring and inclusive and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students. At Hazel Wood, we place emphasis on effective behaviour management and high quality learning and we support staff to actively apply these within the classroom every day, this in turn facilitates the students ability to understand and meet our expectations.

We believe that all our students deserve the very best education that we can provide and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring and supporting colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we thank you for reading through our application pack and considering us as the next step in your career.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase on our journey to outstanding. If you would like to join our excellent team, then we would like to hear more about you.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing the HR Department at **recruitment@oaklp.co.uk** to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application. Please visit our school website for further information.
<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh
Headteacher at Hazel Wood High School





"Pupils are happy to attend this school. They wear their uniform with pride. Leaders have high expectations of pupils' behaviour. In the main, this ensures a calm and purposeful learning environment for pupils. Pupils benefit from being part of a diverse and respectful school community".

Ofsted Report 2023

Pastoral Year Leader

Salary: Grade 10, SCP 24 – 27, £31,099 – £33,820, actual pro-rata salary £27,298 – £29,687

Hours: 37 hours per week, term time only plus 5 additional days

Closing Date: 9.00am, Wednesday 27th September 2023

Required as soon as possible

The trust, on behalf of Hazel Wood High School, are seeking to appoint a highly dedicated and enthusiastic Pastoral Year Leader. You will be part of an excellent team and will be provided with extensive support that will enable you to develop to your full potential both in this role and beyond.

As a Pastoral Year Leader, you will support in the successful learning and participation in education activities to help them overcome barriers that are preventing them from achieving their full potential. You will secure pupils physical and emotional well-being whilst encouraging their independence and raising their self-esteem.

We believe that Hazel Wood High School is a great place to work. This post offers you the opportunity to work in/with:

- A school with a strong will and determination to continue to improve.
- A school that has high expectations of all who work here.
- A school that is driven by strong values, invests in its staff and students and has a high regard for their welfare.
- A school that works effectively with all stakeholders.
- A caring school where you can make a real difference to the lives of young people.

In return we can offer you:

- An opportunity to work within an inclusive and values driven organisation.
- Extensive support to develop your potential in this forward-thinking trust at an exciting time in our development.
- An opportunity to be part of a team of welcoming, friendly and hardworking individuals.
- A true commitment to Continuing Professional Development with access to over 180 courses via the National College and our own regular professional development programme.
- Healthcare in the palm of your hand with Medicash, a Health Cash Plan that is paid for by the Trust and gives access to a range of benefits to support your wellbeing including:
 - Covering the costs towards optical, dental and alternative therapy treatments such as Reflexology, Reiki and Indian head massage.
 - Health screening, discounted gym memberships and a large range of retail discounts.
 - Support with mental health, including access to 8 in person counselling sessions.
 - Virtual GP - Accessible by smart phone or computer, same day appointments available at a time that suits you.
 - Children can be added for free and share your Medicash benefits.

How to Apply

Closing Date: 9:00am, Wednesday 27th September 2023

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CV's, and applications are to be completed via our vacancy portal:

[Vacancies at Oak Learning Partnership \(oaklp.co.uk\)](http://oaklp.co.uk)





"Leaders have identified the important knowledge that they want pupils to know and remember. They have ordered learning carefully to allow pupils to build their knowledge logically over time. Teachers are experts in their subjects, and they use their subject knowledge well to devise appropriate learning activities for pupils. Teachers' consistent application of leaders' behaviour policy means that learning is rarely disrupted by poor behaviour".

Ofsted Report 2023

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Job Description

Normal place of work: Hazel Wood High School, although you may be asked to contribute towards Trust wide projects.

Normal working hours: Monday 8:15am – 4:15pm, Tuesday 8:15am – 4:15pm, Wednesday 8:15am – 4:30pm, Thursday 8:15am – 4:15pm, Friday 8:15am – 3:30pm

The post is 37 hours per week term time plus 5 additional days to be worked during periods of school closure.

Responsible to: Headteacher, Deputy Headteacher and Assistant Headteacher.

PURPOSE OF THE POST

- To manage self and to support staff and pupils' in ensuring stability and continuity for behavioural development and academic progress.
- To support the successful learning and participation in educational activities.
- To support pupils with emotional and behavioural difficulties, social skills and promote integration with peer groups.
- To secure pupils' physical and emotional wellbeing, whilst encouraging their independence and raising self-esteem.
- The post holder will support the aims and objectives of Hazel Wood High School and under the direction of the Headteacher and Senior Staff, working with all pupils to support learning and so help remove barriers to learning.
- The post holder will work closely with pupils, staff and parents / carers specifically within one of the year groups, but will support work in other years.
- To refer to and liaise with the various outside agencies that work with our young people.
- To work in partnership with their designated SLT member and year team to deliver an effective pastoral programme, including PSHCE.
- To lead on a whole school pastoral responsibility e.g., Transition, Medical need, SEND link, Safeguarding, Alternative Provision.

DUTIES AND RESPONSIBILITIES

- Contribute to whole school pastoral interventions and processes.
- To ensure that Hazel Wood High School's commitment to a quality service for pupils and parents/carers is provided.
- To administrate, implement and monitor the Behaviour Management and Rewards System in the School to ensure that effective learning can take place.
- Work with the Director of Key stage, SLT team as well as the Attendance Officer to ensure effective monitoring of student attendance and punctuality, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Be responsible for the timely submission of relevant information to School Leaders, SLT, Governing Body and other outside agencies.
- Make home visits where required and establish rigorous tracking of key pastoral pupil groups, e.g., Pupil premium, Looked After Pupils, SEN, vulnerable groups.
- Respond to and take steps to resolve relationship issues between pupils and between staff and pupils.
- To manage the behavioural and emotional needs of students, being available to respond to incidents as they occur.
- Develop and maintain effective partnerships with parents to promote learning and provide information.
- Attendance at safeguarding meetings as required including case conferences, emergency strategy meetings, inclusion panel etc.
- Liaise with the attendance officer to resolve wider issues, including home visits.
- To effectively use CPOMS and support the anti-bullying work in school, identify and refer in the cases of Child Protection issues.
- To write, lead and/or participate in the TAF process / Story So Far / HYM referrals.
- To assist with year group assemblies / Year Council / Charity Work.
- To contribute to the whole school removal strategy and model good practice when staffing the removal rooms.
- Support the personal welfare of pupils with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.
- Arrange and develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils.
- Take a lead role in the speedy and effective transfer of pupils across phases and the re-integration of those who have been absent.
- To participate in the designated duty team and duty rotas and on call systems.

- To organise, monitor and evaluate appropriate strategies for tracking student behaviour and rewards, target monitoring processes and mentoring.
- To support issues related to particular Year groups e.g. Options, Work Related Learning, Induction and Careers in conjunction with the relevant staff.
- To be responsible for allocated administrative duties associated with students within their year group and when directed whole school duties.
- To communicate effectively to all members of the Partnership and the wider community, in particular, on matters concerning pupil safety, behaviour and attendance.
- To assist in providing relevant information as required by the Leadership Team and Governing Body.
- To work effectively with Form Tutors, Director of Subjects and promote teamwork and effective relationships which allow pupil progress.

Pastoral Year Leader Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none">• GCSE Maths and English at Grades C or above (or equivalent).• Experience of working in a school environment.• Experience of working with young people and families and other external agencies.• Experience of managing and engaging groups of young people to learn, encouraging them to be the best they can be.• Ability to track, monitor and evaluate student progress, attendance and punctuality, behaviour, along with agency support and employ intervention strategies.• To demonstrate an excellent understanding of the pastoral and welfare needs of the students in the 11-16 age range, with evidence of significant experience in this area.• A clear understanding of safeguarding policies, practices and procedures in schools and/or colleges.		<ul style="list-style-type: none">• HLTA / Education related qualifications and CPD.
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL		
<ul style="list-style-type: none">• Excellent negotiation skills and effective communication skills, both written and orally.• Ability to manage own workload, prioritise tasks and deal with a wide range of demands from different groups of people.• Ability to remain calm under pressure and influence behavior of students positively.• To be able to demonstrate that you can hold other colleagues to account for their responsibilities to the pupils in our care.• Knowledge and understanding of specialist strategies (including de-escalation techniques) used for working with pupils with challenging behaviours.• To be able to provide high quality written reports for the purpose of Governors, parents and other stakeholders.• To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of learners.		

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Hazel Wood High School, which is a member of Oak Learning Partnership Trust.

Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another: they collaborate with purpose, support each other, and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

One of our shared principles is 'our people matter', we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership



oaklp.co.uk



Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.



Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.

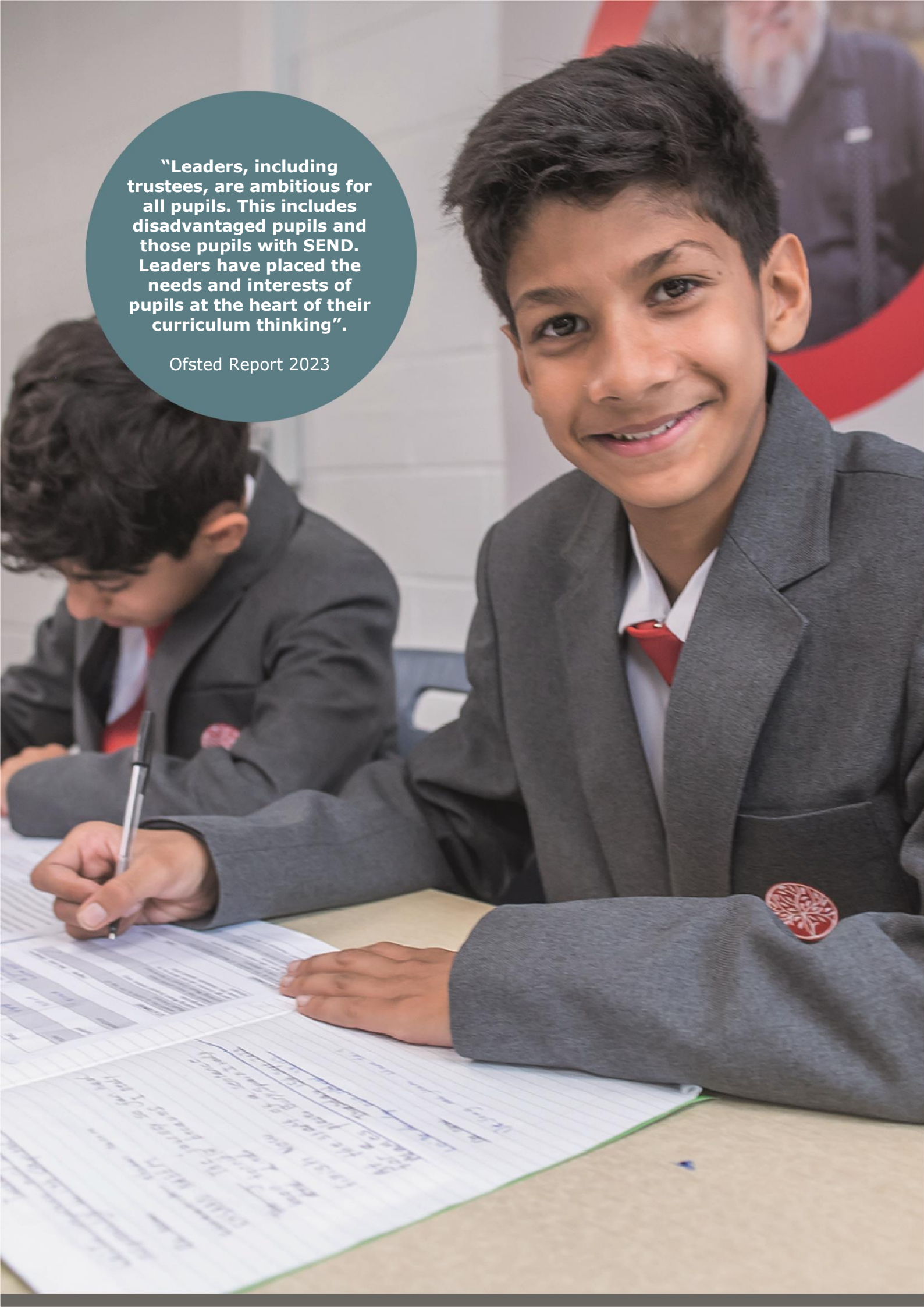


Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.

"Leaders, including trustees, are ambitious for all pupils. This includes disadvantaged pupils and those pupils with SEND. Leaders have placed the needs and interests of pupils at the heart of their curriculum thinking".

Ofsted Report 2023



At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



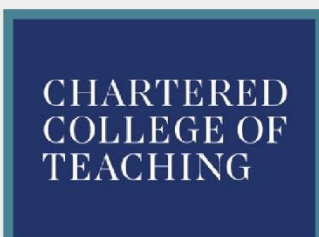
Hospitality with Aspens

Through our amazing catering teams all school sites offer a range of lunch options to employees at subsidised prices, and we cater for out of school events and inset days. The trust provides free Tea, Coffee, Milk and water to all employees in our staff rooms.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



O2 Open

O2 Open offers discounts on Airtime and Devices for all Oak Learning Partnership Staff.



Hazel Wood
High School

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Bury
Lancashire
BL9 7QT

0161 797 6543

recruitment@oaklp.co.uk

www.hazelwoodhigh.co.uk



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